

Circuit Court for _____ **Case No.** _____
City or County

Name VS. _____
Name

Street Address Apt. # Street Address Apt. #

City State Zip Code Area Code Telephone City State Zip Code Area Code Telephone

Plaintiff

Defendant

AFFIDAVIT OF SERVICE
(Private Process)
(DOM REL 55)

I certify that I served _____ at _____ ☐ a.m./ ☐ p.m.
Name of person served Time Check one

on _____, _____, at _____, _____, _____, _____, _____
Date Street Address City State Zip Code

a copy of the following documents **(Check all that apply)**:

- ☐ Writ of summons
☐ Complaint/Petition/Motion: _____
List name of complaint/petition/motion
☐ Domestic Case Information Report (DCIR Form)
☐ Financial Statement
☐ Show Cause Order and Petition: _____
List type of petition
☐ Other: _____
List all other documents served

which were previously filed with this Court. Attached is a copy of any summons ("process") issued by the Court, the original of which I served upon the person served. Service was made in the following manner: _____

The person I left the papers with acknowledge being: (1) a resident of the above -listed address; (2) 18 years of age or older; (3) of suitable age and discretion in that the relationship to the defendant is _____ and that ; (4) the above-listed address is the defendant's residence or usual place of abode.

Description of Defendant/Person Served: Race _____ Sex _____ Height _____ Weight _____ Age _____

I certify that I am over 18 years of age and I am not the Plaintiff or the Defendant.

I SOLEMNLY AFFIRM under the penalties of perjury that the contents of the foregoing paper are true to the best of my knowledge, information, and belief.

Date

Name of Server (signature)

Name of Server (printed or typed)

Street Address, City, State, Zip Code of Server

(_____) _____
Area Code Telephone Number of Server